

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DISTRICT DEPARTMENT OF TRANSPORTATION



Transportation Policy and Planning Administration

**Request for Information (RFI) – Installation, Management, and Operation of Outdoor Curbside Electric Vehicle Charging Stations**

**RFI Number: DDOT-2009-I-0001**

**Issuance Date: January 4, 2010**

**Due Date: February 25, 2010**

The District Department of Transportation (DDOT) plans to install curbside charging stations to support the introduction and future demand for electric vehicles (EV) in the District.

**Treatment of RFI Responses and Respondents**

This is not a Request for Offers. Rather, following review of the RFI responses, DDOT may prepare one or more Solicitation of Offers for the installation of charging stations. DDOT anticipates issuing a Request for Proposals (RFP) during FY 2010.

All respondents to the RFI will be invited to respond to subsequent Solicitation of Offers. However, DDOT reserves the right to invite other parties to respond to such solicitations. Further, parties responding to the RFI are unrestricted in modifying the composition of team members and program approaches should they decide to respond to a subsequent solicitation.

DDOT recognizes that some respondents may consider that disclosing their interest and ideas could compromise competitive advantage should they ultimately decide to respond to a subsequent Solicitation for Offers. DDOT considers responses to this RFI as part of its outreach and research effort; and as such, more in the nature of a survey.

All responses will remain confidential outside of the review team, which will consist of Anna Chamberlin, Scott Kubly, and Gabe Klein. Individual responses will not be shared with the public or other respondents.

DDOT intends to use the information in the responses to establish parameters and requirements included in the Solicitation for Offers. Potential respondents must determine for themselves, the relative advantages and disadvantages of responding to the RFI.

DDOT assumes no responsibility or liability for any potential claim of harm and damage. By submitting a response, the respondent expressly acknowledges that DDOT assumes no such responsibility or liability.

### **Information Requested**

DDOT is seeking information on the following:

1. How many chargers should be installed in the District within next 1-5 years on public right of way to support future demand and purchases of electric vehicles in the Washington region?
2. What methodology should be used to identify and prioritize charging locations?
3. Please describe how they should best operate and interface with users including where plugs should be located, payment methodology, and safety considerations?
4. Who should maintain, own, and operate the chargers?
5. How should installation be tied in to existing infrastructure and street furniture in order to minimize visual and special footprint?

### **How to Respond**

Interested suppliers should include the following general information in their response:

- Legal name and address of the supplier;
- Names, telephone numbers, and email addresses of key contact persons;
- A short description of your general experience and qualifications to supply EV Charging Stations. A brief description or illustration of your supply chain is also desired.

Responses to this RFI are due no later than the date identified above. Please submit your response electronically to [anna.chamberlin@dc.gov](mailto:anna.chamberlin@dc.gov) or in written hardcopy form to:

District Department of Transportation  
Transportation Planning and Policy Administration  
2000 14<sup>th</sup> Street NW, 7<sup>th</sup> Floor  
Washington, D.C. 20009  
**Attention: Anna Chamberlin, Transportation Planner**

In an effort to reduce waste, if submitting a hardcopy, please refrain from using 3-ring binders, spiral bindings, and other non-recyclable binders and folders.

Questions may be referred to Anna Chamberlin via email at [anna.chamberlin@dc.gov](mailto:anna.chamberlin@dc.gov). Questions regarding the solicitation must be received in writing no later than 10:00 a.m. on February 25, 2010.